



RECEIPT AND ROUTING SLIP FOR A SUBPOENA PAYMENT

Purpose: Use this form to provide a process server with a receipt for a subpoena payment, if one is requested, and to route a subpoena fee to the DFPS Records Management Group (RMG).

Directions:

1. Enter the information requested in the fields below.
2. Copy this form and provide it as a receipt to the person serving the subpoena, if requested.
3. Attach the fee to the completed form with a paper clip. **DO NOT STAPLE IT.**
4. If you have interoffice mail send the form and payment to: **DFPS Records Management Group, Mail Code Y-937.** If you do not have interoffice mail, send the form and payment to:
Department of Family and Protective Services, Attn: RMG (Y-937), PO BOX 149030, Austin, TX 78714 (Do **NOT** send by overnight, registered, or certified mail and do **NOT** keep a copy.)

INFORMATION ABOUT THE PERSON RECEIVING THE PAYMENT

Name:

Phone Number:

INFORMATION ABOUT THE PAYMENT

Date payment received:

Payment Amount:

Payment Type:

☐ Cash ☐ Check ☐ Money Order

Check Number or Money Order Number if applicable:

Name of the attorney who issued the subpoena:

Attorney's phone number:

Attorney's bar card number:

If known, the DFPS case the attorney is seeking the subpoena for:

PRIVACY STATEMENT

DFPS values your privacy. For more information, read our [Privacy and Security Policy](#).